



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 1150.2  
Effective Date: June 27, 2005  
Expiration Date: June 27, 2010**

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**Responsible Office: Office of the Director**

**Subject: Councils, Boards, Panels, Committees, Teams, and Groups**

**1. POLICY**

a. Official Langley Research Center (LaRC) Councils, Boards, Panels, Committees, Teams, and Groups will be assigned via this directive. Adhoc groups which are those established for a specific, nonrecurring activity, such as mishap investigation boards, source evaluation boards, and program/project (review) boards, are excluded.

b. Definitions

(1) Council – An executive management body brought together to make decisions regarding Center policy, strategy, planning, goals, and resources. A council is chaired by the Center Director, Deputy Center Director, or Associate Director for Operations.

(2) Board – A senior management body brought together and charged with the responsibility of executing Center policy, strategy, and planning. This body is empowered to make decisions consistent with guiding policy/direction and programmatic guidelines. A board is chaired at the senior management level or by its designee as appointed.

(3) Panels, Committees, Teams, and Groups – A body of individuals responsible for implementing defined objectives that are of an enduring nature and develop specific products at the request and approval of Center management. These are chaired by an employee assigned by a member of senior management functioning as the sponsoring official.

c. Additions or deletions of Councils, Boards, Panels, Committees, Teams, and Groups defined in the Attachments or revisions to the charter of a Council, Board, Panel, Committee, Team, or Group are subject to the formal management review and approval requirements.

**2. APPLICABILITY**

This policy directive is applicable to LaRC civil servant employees.

**3. AUTHORITY**

42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

**4. REFERENCES**

None

## **5. RESPONSIBILITIES**

### **a. Employees**

Notify authorizing officials when changes to the Attachments are necessary.

### **b. Authorizing Officials (Director, Deputy Director, or the Associate Director for Operations.**

Submit written authorization to Mail Stop 224/Directives Manager, or [ldm@larc.nasa.gov](mailto:ldm@larc.nasa.gov), whenever a Council, Board, Panel, Committee, Team, or Group requirement must be changed.

### **c. Directives Manager**

(1) Changes to the Attachments which are not detailed in the Policy paragraph, 1.c., may be made by the Directives Manager without further routing upon receipt of a signed instruction from either the Director, Deputy Director, or the Associate Director for Operations, or their delegate, as appropriate.

NOTE: E-mail may be accepted as approval for change. This is required to authenticate electronic changes.

(2) The Directives Manager will send an e-mail semiannually to the Organizational Unit Managers to review the directive for content (additions, deletions, or to update charter) as well as verification that membership data is accurately reflected.

## **7. DELEGATION OF AUTHORITY**

None

## **8. MEASUREMENTS**

None

## **9. CANCELLATION**

LAPD 1150.2, "Boards, Councils, Panels, Committees, and Teams," dated December 14, 2004.

original signed on file

Roy D. Bridges, Jr.  
Director

Attachments A and B

|                            |  |   |
|----------------------------|--|---|
| <b>COUNCIL</b>             | <b>Strategic Leadership Council (SLC)</b>  |   |
| <b>Reporting To</b>        | Director   |   |
| <b>Charter</b>             | <ul style="list-style-type: none"> <li>• Assess and authorize new business opportunities.</li> <li>• Ensure adequate resources are available for commitments.</li> <li>• Decide on significant bid and proposal activities, including resources.</li> <li>• Decision authority with regard to resource conflicts.</li> <li>• Ensure appropriate balance across Product Units, Core Resources Units, the Chief Technologist's Office, and Exploration and Flight Projects Directorate.</li> <li>• Assess new partnerships.</li> <li>• Decide Center priorities and approve strategic portfolio.</li> <li>• Ensure cross center integration.</li> <li>• Assess and ensure appropriate Center transformation.</li> <li>• Approve Chief Financial Officer's rate formulation and allocation strategy.</li> </ul>               |   |
| <b>Attendees</b>           | Chair: Director  | Executive Secretary: Director, Advanced Planning Office |
|                            | <p><u>Core Members:</u> Director; Deputy Director; Associate Director for Operations; Chief of Staff; Directors of Product Units; Directors of Core Resources Units; and Chief Technologist (see Attachment B for Product Units and Core Resources Units organizations)</p> <p><u>Advisory Members:</u> Senior Scientist; Chief Financial Officer; Chief Counsel; Chief Information Officer; <del>Chief</del> <u>Director of Human Capital</u> <del>Officer</del> <u>Management Office</u>; Procurement Officer; Director of Safety and Mission Assurance Office; Office of Strategic Communications and Education Director; Director of NESC; Director of Advanced Planning Office; Director of Exploration and Flight Projects Directorate; Director of Systems Management Office; and LMS Management Representative</p> |   |
| <b>Meeting Frequency</b>   | Weekly   |   |
| <b>Minutes Requirement</b> | Minutes of each meeting are posted on the SLC Website.   |   |
| Minutes Responsibility     | Minutes are maintained on the SLC Website by the Executive Secretary   |   |
| Last Updated               | <del>May 11</del> <u>June 15</u> , 2006  |   |

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| <b>COUNCIL</b>             | <b>Center Program Management Council (CPMC)</b>   |  |
| <b>Reporting To</b>        | Director  |  |
| <b>Charter</b>             | <p>The CPMC has primary responsibility for evaluating the cost, schedule, and technical content and assessing performance of Center projects to assure Langley is meeting its commitments. The Council meets:</p> <ul style="list-style-type: none"> <li>• To provide a forum for LaRC management to review and assess project progress, status, issues and appropriate compliance with NPR 7120.5 "NASA Program and Project Management Processes and Requirements";</li> <li>• To identify and resolve problems, including those which are beyond the control of the program/project;</li> <li>• To facilitate management decisions, actions, and recommendations relative to Center projects;</li> <li>• To monitor Center commitments with regard to planned, needed, and actual costs and workforce;</li> <li>• To ensure Senior Management is informed about significant events and issues, providing sufficient time to formulate strategy and detect and correct global problems;</li> <li>• To assess the readiness of programs and projects to enter implementation or to proceed with major planned events, such as a confirmation review, shipping of major deliverables or readiness for flight operations;</li> <li>• To concur on project planning and implementation; and</li> <li>• To identify systemic Center issues and problems requiring corrective, preventative, or improvement action.</li> </ul> |  |
| <b>Attendees</b>           | Chair: Director<br>Deputy Director  | Executive Secretary: Head, Systems Management Office |
|                            | <u>Members:</u><br>Center Director<br>Deputy Director<br>Associate Director Operations<br>Chief of Staff<br>Director, Systems Management Office<br>Director, Safety and Mission Assurance Office<br>Director, Office of Procurement<br>Director, Office of Human Capital Management<br>Chief Financial Officer<br>Chief Information Officer<br>Senior Engineer (appointed by the Deputy Director)<br>Senior Project Manager (appointed by the Deputy Director)<br>Directors of Core Resources Units<br>NESC Chief Engineer (Ex-officio)   |  |
| <b>Meeting Frequency</b>   | Monthly or as needed for special purpose reviews  |  |
| <b>Minutes Requirement</b> | Minutes, including Action Items shall be recorded by the Executive Secretary  |  |
| Minutes Responsibility     | Minutes maintained for Council reference by the Executive Secretary   |  |
| Last Updated               | March 8, 2005   |  |

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| <b>COUNCIL</b>                | <b>NASA Langley Exchange Council</b>   |                                  |
| <b>Reporting To</b>           | Director   |                                  |
| <b>Charter</b>                | Operates under LAPD 9050.9, "NASA LaRC Exchange Morale, Welfare and Recreation Activities." Exchange activities, which contribute to the efficiency, welfare, and morale of Langley Research Center personnel consistent with provisions of NPD 9050.6.  |                                  |
| <b>Attendees</b>              | Chair: <del>Head</del> Director, Office of Human Capital Management <del>(or OHCM, Deputy Director)</del>  | Secretary: As appointed by Chair |
|                               | <p><u>Voting Members:</u> (appointed by the Director)</p> <p>Henry Russell, Chair, Army Research Lab<br/> Charles D. Engle, Treasurer – Office of Chief Financial Officer<br/> Teresa M. Hass, Office of Procurement<br/> Jesse C. Midgett, Chief Technologist's Office<br/> Gene S. Monroe, Systems Engineering Directorate<br/> Kathryn C. Suddreth, Advanced Planning Office<br/> Rodney D. Russell, Research and Technology Directorate, Langley Exchange Activities Advisory Council President</p> <p><u>Ex-officio Members assist as technical advisors and are non-voting:</u><br/> Charles A. Polen, Office of Chief Counsel<br/> Venita O. Robinson, Office of Equal Opportunity Programs<br/> Mike P. Finneran, Office of Strategic Communications and Education<br/> Diana L. Kerns, Security Management and Safeguards Team (COD)<br/> James R. Carson, Office of Chief Financial Officer</p> <p><u>Exchange Operations</u><br/> Randy B. Cone, Exchange Operations Manager<br/> Diane L. Crockett, Exchange Shop Manager<br/> Diane L. Crockett, Exchange Finance and Accounting Office<br/> Kathy L. Skinner, Child Development Director<br/> Donis Anders West, Food and Beverage Manager</p> |                                  |
| <b>Meeting Frequency</b>      | Quarterly (or as frequency as required)  |                                  |
| <b>Minutes Requirement</b>    | Maintained for Council reference   |                                  |
| <b>Minutes Responsibility</b> | Appointed by Chair   |                                  |
| <b>Last Updated</b>           | <del>May 11</del> June 15, 2006  |                                  |

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| <b>COUNCIL</b>             | <b>Executive Resources, Awards, and Recognition Council (ERARC)</b>   |  |
| <b>Reporting To</b>        | Center Director   |  |
| <b>Charter</b>             | <p>Responsible for selection of Center candidates for Agency sponsored programs such as Fellowships, Leadership Development Program (LDP), Senior Executive Service Candidate Development Program (SESCDP), NASA Administrator's Fellowship Program (NAFP); Langley sponsored Brookings Institute Courses, Federal Executive Institute (FEI), Managing the Influence Process (MIP), and Management Education Program (MEP). Responsible for working with the SLC to design the yearly strategy for executive and leadership training and development.</p> <p>The Council is also responsible for Center decision on quality step increases (QSI's) if nominations are submitted in excess of Center guideline, the review and final decisions on Center Team Awards, and responsible for making final determination on the Center's Honor Awards nominations recommended by the LaRC's Honor Award Panel. The nominations are then forwarded to Headquarters for final deliberation and approval.</p> |  |
| <b>Attendees</b>           | Chair: Rotates between Director and Deputy Director each year   | Secretary: Organizational Development and Workforce Relations Branch, OHCM |
|                            | <p><u>Voting Members:</u><br/> Chief of Staff<br/> Director, Office of Human Capital Management<br/> Director, Office of Equal Opportunity Programs<br/> Director, Advanced Planning Office<br/> 1 member from Shared Service Units (Rotates between the Directors)<br/> 1 member from Strategic/Management Units (Rotates between the Directors)<br/> 2 members from Core Research Units (Rotates between the Directors)<br/> 1 member from the following combined units: Project; Research, Science &amp; Technology Product; and the Chief Technologist's Office (Rotates between the Directors of ARD, EFPD, SD, SAD, and the Chief Technologist)<br/> (See Attachment B for rotational panel members assignments.)</p>   |  |
| <b>Meeting Frequency</b>   | Scheduled monthly (cancelled if not needed)   |  |
| <b>Minutes Requirement</b> | No minutes required. Decisions are recorded.  |  |
| Minutes Responsibility     | OHCM representative   |  |
| Last Updated               | May 11, 2006  |  |

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| <b>COUNCIL</b>             | <b>Executive Safety Council</b>   |                          |
| <b>Reporting To</b>        | Director  |                          |
| <b>Charter</b>             | Maintain an overview of the Center's safety program by establishing a standing committee system to focus Center expertise on safety problems, especially those not covered by precedent.  |                          |
| <b>Attendees</b>           | Chair: Director (or Deputy when Director is absent)   | Secretary: SMAO Director |
|                            | <u>Members:</u><br>Associate Director for Operations<br>Chief of Staff<br>Director, Systems Engineering Directorate<br>Director, Research and Technology<br>Director, Sciences Directorate<br>Director, Flight Research Services Directorate<br>HeadDirector, Office of Human Capital Management<br>Director, Center Operations Directorate<br>Director, Office of Procurement<br>Director, Systems Management Office<br>Director, Exploration and Flight Projects Directorate<br>Director, Aeronautics Research Directorate<br>Director, Systems Analysis and Advanced Concepts Director<br>LaRC Chief Engineer, NESC<br>Representative, American Federation of Government Employees, Local 2755<br>Aviation Safety Officer<br><br>Ex-officio Members:<br>Chief Financial Officer<br>Chief Information Officer<br>Chief Counsel<br><br>Other Participants: Major on-site support service contract managers and Army representative |                          |
| <b>Meeting Frequency</b>   | Two times per year or as called by the Chair. When the Chair deems necessary.   |                          |
| <b>Minutes Requirement</b> | Copies to be provided to Members, meeting participants, Director, and NASA HQ.  |                          |
| Minutes Responsibility     | Board Secretary   |                          |
| Last Updated               | <del>April 7</del> June 15, 2006  |                          |

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| <b>BOARD</b>               | <b>Customer Service Boards (CSB's)</b>  |   |
| <b>Reporting To</b>        | Director of Service Providing Organization(s)   |   |
| <b>Charter</b>             | Offer input and develop recommendations for the service-providing organization(s). Detailed operating guidelines may be found in the LMS Policy Manual.   |   |
| <b>Attendees</b>           | Co-Chairs: Each CSB will be co-chaired by a Director/Deputy of the service providing organization and, on a rotating basis, by a representative from one of the customer organizations.   | Secretary: Provided by the Service Providing Organization |
|                            | Members of the CSB's will be Deputy Directors (or designees) of the principal customer organizations. Represented customer organizations will be selected by the Director of the service providing organization and approved by the Strategic Leadership Council. |   |
| <b>Meeting Frequency</b>   | Initially monthly, but no less than quarterly.  |   |
| <b>Minutes Requirement</b> | Electronic copies provided to co-chairs and all members within one week of meeting  |   |
| Minutes Responsibility     | Board Secretary   |   |
| Last Updated               | December 15, 2004   |   |

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| <b>BOARD</b>               | <b>Institutional Review Board</b>   |                              |
| <b>Reporting To</b>        | Executive Safety Council  |                              |
| <b>Charter</b>             | Protect human research subjects by reviewing all ground-based research involving human subjects.  |                              |
| <b>Attendees</b>           | Chair: Jeffrey S. Hill  | Secretary: Patricia G. Cowin |
|                            | <u>Members:</u><br>Patricia G. Cowin (Vice Chair)<br>Randy B. Cone<br>Dr. Leroy P. Gross<br>James A. Osborn<br>Charles A. Polen<br>Lawrence J. Prinzel<br>Richard J. Yasky<br>Thomas J. Quenville |                              |
| <b>Meeting Frequency</b>   | Annually and as needed.   |                              |
| <b>Minutes Requirement</b> | Copies provided to Chair, ESC, Director, SMAO, and each meeting attendee.   |                              |
| Minutes Responsibility     | Secretary   |                              |
| Last Updated               | August 18, 2005   |                              |

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| <b>BOARD</b>               | <b>Airworthiness and Safety Review Board (ASRB)</b>   |                           |
| <b>Reporting To</b>        | Executive Safety Council  |                           |
| <b>Charter</b>             | Assure that appropriate reviews are conducted for, and provide guidance for, all research-related atmospheric flight vehicle activities (regardless of scale or human operation mode) that are funded, managed, or conducted by LaRC, for the purposes of: (1) approving Flight Safety Release letters; and (2) recommending airworthiness and safety requirements for flight operations. |                           |
| <b>Attendees</b>           | Chair: Melvin H. Lucy<br>Co-Chairperson: Victor A. Carreno  | Secretary: James Comstock |
|                            | <u>Members:</u><br>Junilla Applin<br>John Chapman<br>Kurt N. Detweiler<br>Leslie O. Kagey, III (Aviation Safety Officer)<br>Donald J. Porter, Jr. (Head, Mission Assurance Branch, SMAO)<br>Brent Weathered<br>Noel J. West   |                           |
| <b>Meeting Frequency</b>   | Mandatory meetings scheduled once a quarter; generally first Wednesday of every month with special meetings as necessary to accommodate project schedules.  |                           |
| <b>Minutes Requirement</b> | Original to files, paper copy to the Chair, ESC; electronic copy to all ESC and ASRB members, all meeting attendees, and designated WFF flight operations personnel.  |                           |
| Minutes Responsibility     | ASRB Secretary  |                           |
| Last Updated               | May 12, 2006  |                           |



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| <b>BOARD</b>               | <b>Facility Safety Advisory Board</b>   |                               |
| <b>Reporting To</b>        | Executive Safety Council  |                               |
| <b>Charter</b>             | Evaluates safety policy before implementation and reviews items requiring management attention, after coordination with the LaRC Safety Manager |                               |
| <b>Attendees</b>           | Chair: Wesley L. Goodman  | Secretary: Janet L. Edmondson |
|                            | <u>Members:</u><br>Nicholas A. Kepics<br>Brian S. Luoto<br>Anton Schuszler, II<br>Venki S. Venkat<br>Mark Whitaker                              |                               |
| <b>Meeting Frequency</b>   | Quarterly   |                               |
| <b>Minutes Requirement</b> | Original to files. Electronic copy to all members, attendees, and Director, SMAO.   |                               |
| Minutes Responsibility     | FSAB Secretary  |                               |
| Last Updated               | May 12, 2006  |                               |

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| <b>BOARD</b>               | <b>Property Survey Board</b>   |   |
| <b>Reporting To</b>        | Director   |   |
| <b>Charter</b>             | To investigate and make recommendations to the appropriate management level concerning the loss, damage, or destruction of property equal to or greater than \$1000 in acquisition value (NPR 4200.1E), and sensitive items with a value of \$500 or more.   |   |
| <b>Attendees</b>           | Chair: Barbara S. Trippe   | Secretary: Catherine M. Morris (NEMS Equipment Manager) |
|                            | <u>Members:</u><br>Donald J. Reichle, Vice Chair<br>W. Eugene "Gene" Griffith, Property Survey Officer<br>Alesia L. Williams<br>G. Doug Boggs<br>Laura J. Smith<br>Richard L. Chase<br>Josephine L. Sawyer<br><br>Ex-Officio:<br>Catherine M. Morris –Logistics Management Team, Center Operations Directorate, COD<br>Charles Cramer- Security Management and Safeguards Team, COD<br>Kenneth H. Goetzke - Representative for Office of Chief Counsel |   |
| <b>Meeting Frequency</b>   | At least monthly   |   |
| <b>Minutes Requirement</b> | Minutes are required for each meeting  |   |
| Minutes Responsibility     | NASA Equipment Management System (NEMS) Equipment Manager  |   |
| Last Updated               | March 9, 2006  |   |

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| <b>PANEL</b>               | <b>LaRC Honor Awards Panel</b>  |                 |
| <b>Reporting To</b>        | ERARC   |                 |
| <b>Charter</b>             | Panel convenes to review and prioritize the Center's honor award nominations and present their recommendations to the ERARC. The ERARC will finalize the Center nomination package for Agency review. |                 |
| <b>Attendees</b>           | Co-Chairs: Senior Scientist and Director, Office Strategic Communications and Education   | Secretary: none |
|                            | Members: Members representative of Center population  |                 |
| <b>Meeting Frequency</b>   | Annually  |                 |
| <b>Minutes Requirement</b> | Not required  |                 |
| Minutes Responsibility     | N/A   |                 |
| Last Updated               | April 7, 2006   |                 |

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| <b>COMMITTEE</b>           | <b>Facility Operational Safety Assessment Committee</b>  |                               |
| <b>Reporting To</b>        | Executive Safety Council   |                               |
| <b>Charter</b>             | Provide Center-wide operational safety oversight during the transition to contractor-provided maintenance and facility engineering support and to make recommendations and institutionalize changes to improve facility safety.  |                               |
| <b>Attendees</b>           | Chair: James A. Osborn(acting)<br>Vice Chair: Lynn D. Curtis   | Secretary: Nicholas A. Kepics |
|                            | <u>Members:</u><br>William K. Davis<br>Victor E. Delnore<br>Michael V. Foretich<br>Donald R. Green<br>John R. Hefner<br>Jeffrey S. Hill<br>John T. Inge<br>Peter F. Jacobs<br>Marie F. Lane<br>Roslyn L. McCreery<br>Troy F. Middleton<br>Carlos S. Perez-Ramos<br>Thomas G. Popernack, Jr.<br>Bert Sawyer<br>John B. Warren<br>Charles B. Zeitman |                               |
| <b>Meeting Frequency</b>   | Monthly, as needed.  |                               |
| <b>Minutes Requirement</b> | Copies provided to Chair, ESC, Director, SMAO, and each meeting attendee.  |                               |
| Minutes Responsibility     | Secretary  |                               |
| Last Updated               | August 18, 2005  |                               |

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| <b>COMMITTEE</b>           | <b>Wind Tunnel Model Systems Committee</b>  |                              |
| <b>Reporting To</b>        | Executive Safety Council  |                              |
| <b>Charter</b>             | <ul style="list-style-type: none"> <li>• Provide oversight of LPR 1710.15, "Wind-Tunnel Model Systems Criteria," which covers procedures and policies associated with models tested in mandatory facilities that reside in different competencies.</li> <li>• Provide a process to integrate new technologies/criteria into LPR 1710.15.</li> <li>• Provide a process to strengthen the policy guide based on experiences and lessons learned from facility mishaps and close calls.</li> <li>• Communicate required changes resulting from facility mishaps and close calls.</li> <li>• Expedite communication between the ESC and LPR 1710.15 users.</li> <li>• Align LPR 1710.15 with other LaRC policy guides.</li> </ul> |                              |
| <b>Attendees</b>           | Chair: vacant<br>Vice Chairperson: Ronald C. Busan  | Secretary: Troy F. Middleton |
|                            | <u>Members:</u><br>Michael J. Acheson<br>William C. Alexander<br>Genevieve D. Dixon<br>Wesley L. Goodman<br>Scott C. Forth<br>Thomas G. Popernack, Jr.<br>Larry C. Rash<br>Ray D. Rhew<br>Gautam H. Shah  |                              |
| <b>Meeting Frequency</b>   | At least semi-annually  |                              |
| <b>Minutes Requirement</b> | Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.   |                              |
| Minutes Responsibility     | Secretary   |                              |
| Last Updated               | May 12, 2006  |                              |

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| <b>COMMITTEE</b>              | <b>Electrical Systems Committee</b>  |                              |
| <b>Reporting To</b>           | Executive Safety Council   |                              |
| <b>Charter</b>                | a. Conduct reviews and provide guidance on safety and activities such as grounding systems, flight electrical power systems, and control systems.<br>b. Recommend requirements, standards, and procedures for systems designed to use, store, confine, or distribute significant levels of electrical energy.<br>c. Investigate and recommend corrective action for major electrical systems faults.<br>d. Maintain an overview of developments in electrical safety.<br>e. Provide electrical systems information for the LaRC Safety Manual; namely, LPR 1710.6, "Electrical Safety," and LPR 1710.10, "Safety Clearance Procedures (Lockout/Tagout)."<br> |                              |
| <b>Attendees</b>              | Chair: John T. Inge  | Secretary: Alan W. Henderson |
|                               | <u>Members:</u><br>Ellen B. Carpenter<br>Joseph M. Falzone<br>Carl E. Horne<br>H. Keith Knight<br><br>Douglas M. Smith<br>Michael D. Vaccarelli  |                              |
| <b>Meeting Frequency</b>      | Monthly as needed.   |                              |
| <b>Minutes Requirement</b>    | Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.  |                              |
| <b>Minutes Responsibility</b> | Secretary  |                              |
| <b>Last Updated</b>           | May 12, 2006   |                              |

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| <b>COMMITTEE</b>              | <b>Ionizing Radiation Committee</b>  |                              |
| <b>Reporting To</b>           | Executive Safety Council   |                              |
| <b>Charter</b>                | Conduct reviews and provide guidance on safety of radiation-producing devices, such as X-ray tubes, accelerators, electron beam welders, and radioactive materials. Recommend standards for ionizing radiation sources requirements and procedures for their procurement, transportation, storage, handling, use, and disposal. Maintain an overview of developments in ionizing radiation safety. Provide ionizing radiation information for the LaRC Safety Manual "Ionizing Radiation," LPR 1710.5. |                              |
| <b>Attendees</b>              | Chair: Danny R. Sprinkle   | Secretary: Danny R. Sprinkle |
|                               | <u>Members:</u><br>Karen M. Taminger, Vice Chairperson<br>Ingrid A. Carlberg<br>Patricia G. Cowin<br>David E. Hartman<br>Margaret Holloman<br>Warren C. Kelliher<br>Kim Merritt, Radiation Safety Officer (RSO)<br>Robert Singleterry, Jr.<br>Ralph M. Stephens<br>Charles E. Townsley   |                              |
| <b>Meeting Frequency</b>      | At least Quarterly   |                              |
| <b>Minutes Requirement</b>    | Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.  |                              |
| <b>Minutes Responsibility</b> | Secretary  |                              |
| <b>Last Updated</b>           | August 18, 2005  |                              |

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| <b>COMMITTEE</b>           | <b>Non-ionizing Radiation Committee</b>   |                          |
| <b>Reporting To</b>        | Executive Safety Council  |                          |
| <b>Charter</b>             | Provide reviews and guidance for the safety aspects of activities including lasers, microwave and radio frequency (RF) equipment, and infrared devices. Recommend standards for non-ionizing radiation sources requirements and procedures for their procurement, transportation, handling, use, and disposal. Maintain an overview of developments in non-ionizing radiation safety. Provide non-ionizing radiation information for the LaRC Safety Manual "Non-ionizing Radiation," LPR 1710.8. |                          |
| <b>Attendees</b>           | Chair: Johnathan W. Hair  | Secretary: Connie Osborn |
|                            | <u>Members:</u><br>Byron L. Meadows, Vice Chairperson<br>Bruce W. Barnes<br>Anthony L. Cook<br>Patricia G. Cowin<br>Gary A. Fleming<br>Stephen B. Jones<br>Joseph W. Lee<br>Kim Merritt (ex-officio)<br>Keith E. Murray<br>Sixto L. Vasquez<br>Julie Williams-Bryd<br>Meng-Chou Wu  |                          |
| <b>Meeting Frequency</b>   | At least quarterly  |                          |
| <b>Minutes Requirement</b> | Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.   |                          |
| Minutes Responsibility     | Secretary   |                          |
| Last Updated               | May 12, 2006  |                          |

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| <b>COMMITTEE</b>              | <b>Potentially Hazardous Materials Committee</b>  |                           |
| <b>Reporting To</b>           | Executive Safety Council  |                           |
| <b>Charter</b>                | Conduct reviews and provide guidance on safety of activities involving any material that is a health or physical hazards such as toxic, flammable, corrosive, cryogenic, or asphyxiation. Recommend standards for potentially hazardous materials and procedures for their procurement, transportation, storage, handling, use, and disposal. Maintain an overview of developments in hazardous materials safety. Provide potentially hazardous materials data for the LaRC Safety Manual, LPR 1710.12, "Potentially Hazardous Materials." Oversee activities involving pyrotechnic/propulsion explosive devices and materials. |                           |
| <b>Attendees</b>              | Chair: Gilda A. Miner   | Secretary: Gilda A. Miner |
|                               | <u>Members:</u><br>Joseph G. Smith, Vice Chairperson<br>James F. Dezern<br>Patricia G. Cowin<br>Roger W. Johnston (ex-officio)<br>Warren C. Kelliher<br>Marie Lane<br>Melvin H. Lucy<br>Gerald L. Pellet<br>K. Mason Proctor<br>Chip Quinn (ex-officio)<br>Douglas M. Smith<br>Carl J. Voglewede<br>Cherie Walton (ex-officio)<br>George Walton (ex-officio)<br>Suzanne Zaremski (ex-officio)<br>Charles B. Zeitman   |                           |
| <b>Meeting Frequency</b>      | At least Semiannually   |                           |
| <b>Minutes Requirement</b>    | Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.   |                           |
| <b>Minutes Responsibility</b> | Secretary   |                           |
| <b>Last Updated</b>           | September 8, 2005   |                           |

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|----------------------------|---|------------------------|
| <b>COMMITTEE</b>           | <b>Pressure Systems Committee</b>   |                        |
| <b>Reporting To</b>        | Executive Safety Council  |                        |
| <b>Charter</b>             | <ul style="list-style-type: none"> <li>• Conduct reviews and provide guidance on safety of ground or flight pressure systems using gaseous or fluid media. Recommend requirements, standards, and procedures for systems designed to use, confine, or distribute pressurized media. Maintain an overview of developments in the field of pressure systems.</li> <li>• Provide pressure systems information for the LaRC Safety Manual "Safety Regulations Covering Pressurized Systems," LPR 1710.40 and "Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds," LPR 1710.41.</li> </ul> |                        |
| <b>Attendees</b>           | Chair: John R. Micol  | Secretary: C. T. Moore |
|                            | <p><u>Members:</u><br/> Michael DiFulvio<br/> John L. Dougherty<br/> Scott C. Forth<br/> David P. Gianettino<br/> Charles H. Greenhalgh, Jr.<br/> Scott A. Hill<br/> Robert V. Kerns, Jr.<br/> Troy F. Middleton<br/> Gerald E. Miller (Maintia Technology Incorporated, (MTI))<br/> Carlos Perez-Ramos</p> <p>Standard Practice Engineers (SPE) will be designated to assist the committee in reviewing activities for ground and flight systems. A Cryogenic Systems Consultant will be designated to assist in reviewing cryogenic systems.</p>  |                        |
| <b>Meeting Frequency</b>   | At least Semiannually   |                        |
| <b>Minutes Requirement</b> | Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.   |                        |
| Minutes Responsibility     | Secretary   |                        |
| Last Updated               | November 1, 2005  |                        |

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|-------------------------------|---|-----------------------------|
| <b>COMMITTEE</b>              | <b>Systems Operations Committee</b>   |                             |
| <b>Reporting To</b>           | Executive Safety Council  |                             |
| <b>Charter</b>                | Conduct reviews and provide guidance on the safety of activities such as operating a facility from a total system standpoint. Interface with other facilities and equipment. Recommend requirements, standards, and practices for standard and acceptable interim operating procedures. Provide operations safety review for minor facility modifications and equipment not scheduled for review by the project review system. Maintain an overview of development in operations safety. Provide systems operations information for the LaRC Safety Manual. |                             |
| <b>Attendees</b>              | Chair: James A. Osborn  | Secretary: Connie K. Osborn |
|                               | <u>Members:</u><br>Carlos Perez-Ramos, Vice Chairperson<br>Zachary T. Applin<br>Carlito I. Barnes<br>Glenn A. Brehm<br>Donald R. Green<br>Peyton Gregory<br>Henry H. Haskin<br>Robert V. Kerns<br>William A. Kilgore<br>Clark A. Kimmel<br>Troy F. Middleton<br>David W. Pierpont<br>Thomas G. Popernack, Jr.<br>Bo C. Trieu<br>Richard L. Wineman  |                             |
| <b>Meeting Frequency</b>      | At least Semiannually   |                             |
| <b>Minutes Requirement</b>    | Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.   |                             |
| <b>Minutes Responsibility</b> | Secretary   |                             |
| <b>Last Updated</b>           | May 12, 2006  |                             |



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|----------------------------|---|-------------------------------|
| <b>COMMITTEE</b>           | <b>Labor/Management Safety and Health Advisory Committee</b>  |                               |
| <b>Reporting To</b>        | Executive Safety Council  |                               |
| <b>Charter</b>             | Provides a forum for personnel, through their union, and safety and health management to discuss problem areas to ensure their resolution.      |                               |
| <b>Attendees</b>           | Chair: Jose A. Caraballo  | Secretary: Janet L. Edmondson |
|                            | Members:<br>Randy B. Cone<br>Marie F. Lane<br>Monica G. Schrum<br>Gregory F. Sullivan<br>Francine A. Taliaferro<br>Donald R. Green (ex-officio) |                               |
| <b>Meeting Frequency</b>   | Quarterly   |                               |
| <b>Minutes Requirement</b> | Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.   |                               |
| Minutes Responsibility     | Secretary   |                               |
| Last Updated               | May 12, 2006  |                               |

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|----------------------------|---|-----------------|
| <b>COMMITTEE</b>           | <b>Engineering Drawing System Committee</b>   |                 |
| <b>Reporting To</b>        | Office of the Director  |                 |
| <b>Charter</b>             | To provide Centerwide uniform drafting requirements and drawing files.  |                 |
| <b>Attendees</b>           | Chair: Sidney E Holloway III ("Chip")   | Secretary: None |
|                            | <u>Members:</u><br><ul style="list-style-type: none"> <li>• Center Operations Directorate representatives</li> <li>• System Engineering Directorate representatives</li> <li>• Research and Technology Directorate representatives</li> </ul> |                 |
| <b>Meeting Frequency</b>   | Yearly or as needed to correct problems.  |                 |
| <b>Minutes Requirement</b> | None  |                 |
| Minutes Responsibility     | N/A   |                 |
| Last Updated               | May 12, 2006  |                 |

|                            |  |                                    |
|----------------------------|--|------------------------------------|
| <b>COMMITTEE</b>           | <b>Federal Women's Program Committee (FWPC)</b>  |                                    |
| <b>Reporting To</b>        | Head, Office of Equal Opportunity Programs (OEOP)  |                                    |
| <b>Charter</b>             | To address special employment issues and concerns affecting female employees and to serve in conjunction with all levels of management in designing programs which will further the installation's affirmative employment goals. Authorized by Executive Order 11375.  |                                    |
| <b>Attendees</b>           | Chair: Donna Phillips  | Secretary: Lavenia (Rene) Williams |
|                            | <u>Members:</u> Representatives will be drawn from all organizational levels to reflect the diversity of the Center at a ratio of 1 representative to 150 employees. Representatives will be appointed via letter signed by their program director for a 2-year term and may be reappointed. The FWPM and union representatives are ex-officio members. A Chair, Vice-Chair, and Secretary are selected by the membership of the FWPC for a 1-year term. |                                    |
| <b>Meeting Frequency</b>   | Monthly  |                                    |
| <b>Minutes Requirement</b> | Minutes to be distributed to all members.  |                                    |
| Minutes Responsibility     | Secretary  |                                    |
| Last Updated               | April 1, 2003  |                                    |

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|----------------------------|--|-----------------------|
| <b>COMMITTEE</b>           | <b>Diversity Awareness Committee (DAC)</b>   |                       |
| <b>Reporting To</b>        | Office of Equal Opportunity Program (OEOP)   |                       |
| <b>Charter</b>             | To facilitate diversity awareness of the Center, foster the creation of a work environment where diversity is understood and valued, and where each individual can develop to their fullest potential.   |                       |
| <b>Attendees</b>           | Chair: Sherry Richardson<br>Vice-Chair: Lana Olson-Hicks   | Secretary: Rotational |
|                            | <u>Members:</u> Representatives will be selected from all organizational levels, occupations, and ethnicities to reflect the diversity of the Center at a ratio of 1 representative to 150 employees, not to exceed 20 members. An OEOP staff representative and Union representatives will serve as ex-officio. Representatives may self-nominate with written concurrence from their supervisor, and/or will be nominated by supervisors. Final selection will be approved by the Head, OEOP. Members will serve 3-year terms and may be reappointed at the discretion of the Head, OEOP. A Chair, Vice Chair and Secretary to be selected by membership of the DAC. Each shall serve up to a 2-year term, not in conflict with the 3-year term limit. |                       |
| <b>Meeting Frequency</b>   | Monthly  |                       |
| <b>Minutes Requirement</b> | Minutes to be distributed to all members.  |                       |
| Minutes Responsibility     | Secretary  |                       |
| Last Updated               | December 1, 2004   |                       |

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|----------------------------|---|---|
| <b>COMMITTEE</b>           | <b>Langley Colloquium Committee</b>   |   |
| <b>Reporting To</b>        | Director  |   |
| <b>Charter</b>             | The Colloquium Lecture Series at NASA Langley provides monthly lectures and demonstrations related to science and technology. These lectures stimulate the creative processes of Langley employees, and enhance the quality of life at Langley by providing more opportunities for learning.  |   |
| <b>Attendees</b>           | Chair: Dr. R. Clayton Rogers  | Records Secretary: Myra L. Walton-Basnight, |
|                            | <u>Members:</u><br>C. Michael Holloway, Vice Chair<br>Dennis Bushnell<br>Ingrid Carlberg<br>Lucille H. Crittenden<br>Dana Dunham (retiree)<br>Carolyn L. Helmeastsie<br>Dr. Arlene S. Levine<br>Dr. Joel S. Levine<br>Thomas M. Moul, Corresponding Secretary<br>Susan O. Palmer<br>Richard S. Pappa<br>Paresh C. Parikh<br>W. Hewitt Phillips (retiree)<br>Dr. Norman W. Schaeffler<br>Dr. Jarek Sobieski<br>Cary R. Spitzer<br>Brian K. Stewart<br>Dr. Sheila Ann Thibeault<br>Martin R. Waszak<br>Julie A. Williams-Byrd |   |
| <b>Meeting Frequency</b>   | Monthly   |   |
| <b>Minutes Requirement</b> | Minutes to be distributed to all members.   |   |
| Minutes Responsibility     | The Records Secretary retains all minutes.  |   |
| Last Updated               | April 5, 2006   |   |

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| <b>COMMITTEE</b>           | <b>Langley Chapter, NASA Employees' Benefit Association (NEBA) Committee</b> |                             |
| <b>Reporting To</b>        | Director   |                             |
| <b>Charter</b>             | NPC 3871.1   |                             |
| <b>Attendees</b>           | President: Dave Gosselin   | Secretary-Treasurer: vacant |
|                            | Vice President: Linda H. Park  |                             |
| <b>Meeting Frequency</b>   | Annual Board Meeting and other meetings as required                          |                             |
| <b>Minutes Requirement</b> | Maintained by Chairman   |                             |
| Minutes Responsibility     | Chairman   |                             |
| Last Updated               | March 8, 2005  |                             |

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| <b>COMMITTEE</b>           | <b>Advanced Study Committee</b>   |                              |
| <b>Reporting To</b>        | Deputy Director   |                              |
| <b>Charter</b>             | <p>Committee: Recommend policy for advanced study under the "Government Employee Training Act." Advise the <del>Employee and</del> Organizational Development <del>and Workforce Relations</del> Branch, Office of Human Capital Management, in the administration of LaRC's graduate study program. Be aware of the Center's advanced study needs. Be knowledgeable of graduate study opportunities from local institutions and from non-commuting institutions. Review and approve staff member requests for full-time graduate study and part-time programs in administration. Make recommendations to the Deputy Director on other matters concerning improving the qualifications of professional employees.</p> <p>Senior Scientist: Approve the procurement of educational resource lecturer services.</p> |                              |
| <b>Attendees</b>           | Chair: Deputy Director<br>Co-Chair: Senior Scientist  | Secretary: George D. Allison |
|                            | Members:<br>Charles E. Harris<br>John B. Herrin<br>Ajay Kumar<br>Jerry R. Newsom<br>Donna L. Phillips<br>Stephen P. Sandford<br>Lelia B. Vann   |                              |
| <b>Meeting Frequency</b>   | Meetings held on the call of the Chairperson  |                              |
| <b>Minutes Requirement</b> | Not stated  |                              |
| Minutes Responsibility     | Secretary - George Allison  |                              |
| Last Updated               | <del>May 12</del> June 15, 2006   |                              |

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|----------------------------|---|--|
| <b>COMMITTEE</b>           | <b>Professional Entrance Training Review Committee</b>  |  |
| <b>Reporting To</b>        | <del>Head</del> Director, Office of Human Capital Management  |  |
| <b>Charter</b>             | To hear oral presentations by Aerospace Technologist (AST) trainees at GS-7 level at the end of their training periods and to determine whether the trainee has demonstrated the capability to perform at the level required for promotion to the next higher grade.  |  |
| <b>Attendees</b>           | Chair: Chief Scientist  | Secretary: A member of the Organizational Development and Workforce Relations Branch |
|                            | Members: Members are selected on the basis of knowledge and experience in the subject matter of the oral presentation and in the field of training involved. One member will be appointed from within the trainee's organization and two members will be appointed from outside the trainee's organization. |  |
| <b>Meeting Frequency</b>   | Meetings are scheduled by the Organizational Development and Workforce Relations Branch with the concurrence of the Chair, during the last month of the trainee's period of training.   |  |
| <b>Minutes Requirement</b> | Not stated  |  |
| Minutes Responsibility     | Organizational Development and Workforce Relations Branch   |  |
| Last Updated               | <del>December 1, 2004</del> June 15, 2006   |  |

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| <b>COMMITTEE</b>              | <b>Employee Suggestion Committee</b>   |                            |
| <b>Reporting To</b>           | <del>Head</del> Director, Office of Human Capital Management   |                            |
| <b>Charter</b>                | Reviews evaluations of technical and administrative suggestions submitted by Langley employees to determine the eligibility of the suggester to receive an award and recommends the type and amount of award to be granted.                                      |                            |
| <b>Attendees</b>              | Chair: Thomas H. Brinkley  | Secretary: Karen E. Ridlon |
|                               | Members:<br>Marvin E. Beatty<br>Edward G. Carden<br>Lloyd B. Evans<br>Wesley L. Goodman<br>Dana P. Hammond<br>Alan W. Henderson<br>C. Michael Holloway<br>Jennifer P. Keyes<br>Jennifer D. McCardell<br>Marshall Rouse<br>Sherri L. Yokum<br>AFGE Representative |                            |
| <b>Meeting Frequency</b>      | When the Chair deems necessary   |                            |
| <b>Minutes Requirement</b>    | Original to files  |                            |
| <b>Minutes Responsibility</b> | Secretary - Karen E. Ridlon  |                            |
| <b>Last Updated</b>           | <del>May 12</del> June 15, 2006  |                            |

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| <b>COMMITTEE</b>           | <b>National Institute of Aerospace (NIA) Advisory Committee</b>  |   |
| <b>Reporting To</b>        | NIA Strategic Liaison  |   |
| <b>Charter</b>             | <p>The NIA Advisory Committee will provide advice and guidance to the Advanced Planning Office by fulfilling the following specific responsibilities:</p> <ul style="list-style-type: none"> <li>• Represent the strategic interests of LaRC in NIA planning;</li> <li>• Serve as (or designate a) POC for collaborative activities;</li> <li>• Review NIA Annual Performance Plan (APP) to concur or recommend revisions (Advanced Planning Office will work to achieve a consensus approval of the APP);</li> <li>• Review Annual Report to determine if NIA is meeting its goals and objectives; and</li> <li>• Participate in renewal reviews to determine the continuation of funding (conducted in 3<sup>rd</sup>, 8<sup>th</sup>, and 13<sup>th</sup> years)</li> </ul> |   |
| <b>Attendees</b>           | Chair: NIA Strategic Liaison   | Secretary: Management Analyst, Advanced Planning Office |
|                            | <p><u>Members:</u><br/>         Director , Advanced Planning Office<br/>         Organizational Unit Manager (OUM) or OUM designate from the following organizations:</p> <ul style="list-style-type: none"> <li>• Systems Analysis Directorate</li> <li>• Exploration and Flight Projects Directorate</li> <li>• Science Directorate</li> <li>• Systems Engineering Directorate</li> <li>• Center Operations Directorate</li> <li>• Flight Research Services Directorate</li> <li>• Aeronautics Research Directorate</li> <li>• Office of Strategic Communications and Education</li> <li>• NASA Engineering and Safety Center</li> <li>• Research and Technology Directorate</li> <li>• Office of Chief Counsel</li> <li>• Office of Procurement</li> </ul>                  |   |
| <b>Meeting Frequency</b>   | Yearly, with additional meetings as required.  |   |
| <b>Minutes Requirement</b> | Not required.  |   |
| Minutes Responsibility     | N/A  |   |
| Last Updated               | May 11, 2006   |   |

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|-------------------------------|---|---------------------------|
| <b>GROUP</b>                  | <b>Aviation Safety Working Group</b>  |                           |
| <b>Reporting To</b>           | Executive Safety Council  |                           |
| <b>Charter</b>                | To find and communicate safety issues pertaining to aviation safety at the Center.  |                           |
| <b>Attendees</b>              | Chair: Leslie O. Kagey  | Secretary: Donna M. Amole |
|                               | Members:<br>Jose A. Caraballo (Ex-Officio)<br>Ralph G. Dooley<br>Vincent J. Fleck<br>Dr. Leroy P. Gross (Ex-Officio)<br>Andy W. Haynes<br>John R. Hefner<br>Howard J. Lewis (Aviation Manager, ex-officio)<br>Purnell (Rick) Hopson<br>Courtney H. Rollins<br>Scott T. Simms<br>Carey D. Smith<br>Dennis R. Sult<br>Noel J. West<br>Michael S. Wusk |                           |
| <b>Meeting Frequency</b>      | Monthly   |                           |
| <b>Minutes Requirement</b>    | Original to files, paper copy to the Chair, ESC; electronic copy to all ASWG members and all meeting attendees.   |                           |
| <b>Minutes Responsibility</b> | ASWG secretary  |                           |
| <b>Last Updated</b>           | May 12, 2006  |                           |

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|-------------------------------|---|-----------------------|
| <b>GROUP</b>                  | <b>Management Steering Group (MSG)</b>  |                       |
| <b>Reporting To</b>           | Strategic Leadership Council  |                       |
| <b>Charter</b>                | <p>Facilitate coordination and dissemination of, and responses to, Agency Chief Engineer related activities. Promote cooperation, cross-functional communications, and improvements among all Langley organizations that involve engineering activities (see <a href="http://sw-eng.larc.nasa.gov">http://sw-eng.larc.nasa.gov</a> for more extensive charter).</p> <p>Specifically:</p> <p>Sponsor engineering improvement activities and ensure alignment with LaRC mission and goals:</p> <ol style="list-style-type: none"> <li>1. Provide advocacy, pro-active commitment, and visible management support for improvement activities;</li> <li>2. Monitor and evaluate process improvement progress, provide guidance and direction;</li> <li>3. Obtain and sustain LaRC support for the engineering improvements;</li> <li>4. Identify and solicit applicable organizations to adopt results from successful pilots;</li> <li>5. Address engineering improvement interests of the entire Center.</li> </ol> <p>Provide resources and guidance to the Engineering and Project Management Improvement Working Group (EPWG) and Software Engineering Process Group (SEPG):</p> <ol style="list-style-type: none"> <li>1. Allocate organizational workforce resources to support EPWG and SEPG activities;</li> <li>2. Advocate funding support for EPWG and SEPG activities;</li> <li>3. Review EPWG and SEPG recommendations and support the implementation of approved recommendations;</li> <li>4. Conduct periodic meetings with the EPWG and SEPG to review the progress and discuss concerns;</li> <li>5. Assist EPWG and SEPG in risk mitigation;</li> <li>6. Address problems that are beyond the ability of the EPWG and SEPG to affect.</li> </ol> |                       |
| <b>Attendees</b>              | Chair: Director, Systems Engineering Directorate  | Secretary: SEPG Chair |
|                               | <p><b>Members are:</b><br/> Director of the Systems Engineering Directorate<br/> Director of the Research &amp; Technology Directorate<br/> Director of the Center Operations Directorate<br/> Director of the Systems Analysis and Concepts Directorate<br/> Director of the Exploration and Flight Projects Directorate<br/> Director of the Systems Management Office<br/> Director of the Safety and Mission Assurance Office<br/> LaRC reps. to Headquarters' SEWG<br/> LaRC reps. to Headquarters' SWG</p> <p><b>Ex-officio members are:</b><br/> Director of Flight Research Services Directorate<br/> Director of the Science Directorate<br/> Director of the Aeronautics Research Directorate<br/> Chief Technologist<br/> Chief Information Officer<br/> Cost Analysis Officer<br/> LMS Management Representative<br/> NESC Center Chief Engineer</p>  |                       |
| <b>Meeting Frequency</b>      | As called by the Chair.   |                       |
| <b>Minutes Requirement</b>    | Meetings will have an agenda distributed at least three days prior to the meeting, and all previous meeting minutes and action items will be documented and distributed no later than the agenda.   |                       |
| <b>Minutes Responsibility</b> | Secretary   |                       |
| <b>Last Updated</b>           | May 11, 2006  |                       |



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|----------------------------|--|-----------------|
| <b>GROUP</b>               | <b>Software Engineering Process Group (SEPG)</b>   |                 |
| <b>Reporting To</b>        | Management Steering Group (MSG)  |                 |
| <b>Charter</b>             | To plan, facilitate, and monitor the development and implementation of software process improvements across LaRC (see <a href="http://sw-eng.larc.nasa.gov">http://sw-eng.larc.nasa.gov</a> for more extensive charter).   |                 |
| <b>Attendees</b>           | Chair: M. Patricia Schuler, SED  | Secretary: None |
|                            | SEPG members represent the following organizations (appointed by organization head):<br>Center Operations Directorate, Charles E. Niles (Deputy Chair)<br>Flight Research Services Directorate<br>Systems Engineering Directorate<br>Research & Technology Directorate<br>Systems Analysis and Concepts Directorate (vacant)<br>Science Directorate<br>Safety and Mission Assurance Office |                 |
| <b>Meeting Frequency</b>   | As called by the Chair   |                 |
| <b>Minutes Requirement</b> | None   |                 |
| Minutes Responsibility     | N/A  |                 |
| Last Updated               | May 12, 2006   |                 |

**Product Units and Core Resources Units Organizations**

| <b>Product Units</b>                        | <b>Core Resources Units</b> |
|---|-----------------------------|
| Aeronautics Research                        | Flight Research Services    |
| Exploration and Flight Projects Directorate | Research and Technology     |
| Science                                     | Systems Engineering         |
| Systems Analysis and Advanced Concepts      | Center Operations           |
| Last Updated: April 7, 2006                 |                             |

**Executive Resources, Awards, and Recognition Council Panel Member Assignments**

| <b>CALENDAR YEAR 2006</b>   | <b>CALENDAR YEAR 2007</b>  | <b>CALENDAR YEAR 2008</b>  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Chair – Deputy Director</li> <li>• Chief of Staff</li> <li>• Office of Human Capital Management</li> <li>• Office of Equal Opportunity Programs</li> <li>• Office of Chief Counsel</li> <li>• Advanced Planning Office</li> <li>• Safety and Mission Assurance Office</li> <li>• Research and Technology Directorate</li> <li>• Center Operations Directorate</li> <li>• Aeronautics Research Directorate</li> </ul> | <ul style="list-style-type: none"> <li>• Chair – Center Director</li> <li>• Chief of Staff</li> <li>• Office of Human Capital Management</li> <li>• Office of Equal Opportunity Programs</li> <li>• Advanced Planning Office</li> <li>• Office of Strategic Communications and Education</li> <li>• Systems Management Office</li> <li>• Flight Research Services Directorate</li> <li>• Systems Engineering Directorate</li> <li>• Science Directorate</li> </ul> | <ul style="list-style-type: none"> <li>• Chair – Deputy Director</li> <li>• Chief of Staff</li> <li>• Office of Human Capital Management</li> <li>• Office of Equal Opportunity Programs</li> <li>• Advanced Planning Office</li> <li>• Safety and Mission Assurance Office</li> <li>• Office of Chief Financial Officer</li> <li>• Research and Technology Directorate</li> <li>• Center Operations Directorate</li> <li>• Exploration and Flight Projects Directorate</li> </ul> |
| Last Updated: May 11, 2006  |  |  |